



DEPARTMENT OF THE NAVY  
CHIEF OF NAVAL EDUCATION AND TRAINING  
250 DALLAS ST  
PENSACOLA FLORIDA 32508-5220

CH-1 of 31 Jan 97

CNETINST 5720.1D  
Code 00P1  
NOV 30 1995

CNET INSTRUCTION 5720.1D

Subj: DISTINGUISHED VISITOR AND GUEST MOVEMENT IN THE PENSACOLA AREA

1. Purpose. To set procedures for reporting the presence of distinguished visitors and guests in the Pensacola area.

2. Cancellation. CNETINST 5720.1C

3. Discussion. It is necessary that the Chief of Naval Education and Training (CNET) be expeditiously informed of the presence of all distinguished guests within the Pensacola area. Guests are defined as high ranking civilian and military personnel (The President of the United States, Cabinet Members, Members of Congress, Flag and General Officers, Foreign Dignitaries and Foreign Military Officers). For the purpose of this instruction, they are defined as O-6 grade commanding officers, all O-7s and above, and civilian personnel of equivalent grade. Commanding officers of all activities within the area are directed to ensure the CNET Public Affairs Office is notified immediately of planned movements within the Pensacola area of all visiting distinguished visitors and guests. Notification is to be made by fax to ensure receipt of the most recent and last minute information available. (A CH-1

4. Required Information

- a. Name, rank, civilian equivalent
- b. Position title
- c. Arrival date and time
- d. Number of persons in the party
- e. Purpose of visit
- f. Any other pertinent information

5. Action and Responsibilities

a. Each activity in the local area shall designate a point of contact for reporting distinguished visitor and guest information. Provide point of contact name and phone number to CNET Public Affairs, Code 00PS, at 452-4858.

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b. Each activity point of contact shall report required information for distinguished visitors and guests, and updates thereto, to CNET Public Affairs, Code 00PS, by fax to 452-4863. CH-1

c. CNET Public Affairs Officer shall notify the CNET Executive Assistant.

  
P. E. TOBIN  
Vice CNET

Distribution (CNETINST 5218.1F):  
List XIIA (1-50)

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